



Department
for Education

School census 2014

User guide for COLLECT term on term
queries

January 2014

School census COLLECT term on term checks

Term on term checks are built into COLLECT and applied to several fields of data to check for substantial increases or decreases between the current term and the previous term. The fields checked are listed below:

1. FTE of pupils (all terms)
4. % FSM (all terms)
5. % pupils with SEN with a statement (all terms)
6. % pupils with SEN without a statement (all terms)
7. % first language other than English (all terms)
8. % ethnicity white (spring only)
9. % ethnicity not obtained (spring only)
10. % boarders (all terms)

For the purposes of this document, 'sole registered' pupils will include those pupils in FE colleges and with other providers in PRUs.

Calculations for each field are:

1. FTE of pupils

For schools other than PRUs

Sum of solely registered full time pupils plus (Sum of solely registered part time pupils, divided by 2).

PRUs only

Sum of pupils full time pupils with registration status sole, dual (main), registered at FE colleges and with other providers plus (sum of pupils with registration status sole, dual (main), registered at FE colleges and with other providers, divided by 2).

FTE change calculations (for check 1)

The FTE figures are calculated for this census (*school census spring 2014*) and the previous census (*school census autumn 2013 or PRU census 2013*).

If the absolute difference¹ is greater than the value given for (A) in the table below and the percentage increase on the FTE is greater than the value given for (B), then a query is produced. Likewise, a query is produced if the absolute difference is greater than the value given for (A) and the percentage decrease on the FTE is less than the value given for (C).

For FTE checks (1)

Check	Trigger point for Absolute ² difference (A)	Trigger point for percentage increase (B)	Trigger point for percentage decrease (C)
FTE Pupils	20	21	-26

Example 1

- FTE pupils from previous collection = 50
- FTE pupils in current collection = 80

$$A = 80 - 50 = 30$$

$$B = (80 - 50)/50 * 100 = 60\%$$

→ As A and B both exceed the respective trigger points, a query will be generated.

Example 2

- FTE pupils from previous collection = 80
- FTE pupils in current collection = 50

$$A = 50 - 80 = 30 \text{ (ignore the minus sign)}$$

$$C = (50 - 80)/80 * 100 = -37.5\%$$

→ As A and C both exceed the respective trigger points, a query will be generated.

¹ Absolute difference is the positive difference between the two collections data ie ignore the minus sign

² Absolute difference is the positive difference between the two collections data i.e. ignore the minus sign

4. % FSM

Sum of sole and dual (main) registered pupils and boarders who are eligible for a free school meal on census day expressed as a percentage of total sole and dual (main) registered pupils and boarders.

Note: for spring 2014 where we are collecting periods of eligibility since the previous census the term on term query will only count those periods of FSM eligibility in the spring census that are 'live' on census day (ie those periods with a FSM start date but no FSM end date).

5. % SEN with statements

Sum of solely registered pupils (plus those in FE colleges and with other providers in PRUs) with a statement of SEN expressed as a percentage of total number of solely registered pupils

6. % SEN without statements

Sum of solely registered pupils (plus those in FE colleges and with other providers in PRUs) with SEN who are at School Action or School Action Plus stage expressed as a percentage of total number of solely registered pupils.

7. % first language not English

Sum of solely registered pupils (plus those in FE colleges and with other providers in PRUs) aged 5 and over whose first language is either known to be other or believed to be other than English expressed as a percentage of the total number of solely registered pupils aged 5 and over.

8. % ethnicity = white

Sum of solely registered pupils (plus those in FE colleges and with other providers in PRUs) aged 5 and over with ethnic category 'white' expressed as a percentage of the total number of solely registered pupils aged 5 and over.

9. % ethnicity = not obtained

Sum of solely registered pupils (plus those in FE colleges and with other providers in PRUs) aged 5 and over with ethnic category 'not obtained' expressed as a percentage of the total number of solely registered pupils aged 5 and over.

10. % of pupils who are boarders

Sum of solely registered pupils (plus those in FE colleges and with other providers in PRUs) with Boarder status 6, 7 or B expressed as a percentage of the total number of solely registered pupils.

Percentage Change calculations (for checks 4 to 10)

The percentage figures are calculated for this census (*school census spring2014*) and the previous census (*school census autumn 2013 or PRU census 2013*).

If the number of solely registered pupils (plus those in FE colleges and with other providers in PRUs) is greater than the value given for (A) in the table below and the increase in the number of percentage points is greater than the value given for (B), then a query is produced. Likewise, a query is produced if the number of solely registered pupils (plus those in FE colleges and with other providers in PRUS) is greater than the value given for (A) and the decrease in the number of percentage points is less than the value given for (C).

For percentage checks (4 to10)

Check	Minimum number of solely registered pupils to trigger check (A)	Trigger point for percentage point increase (B)	Trigger point for percentage point decrease (C)
% Eligible for FSM	50	7	-7
% SEN With Statement	50	3	-2
% SEN Without Statement	50	14	-12
% First Language	50	5	-7

Check	Minimum number of solely registered pupils to trigger check (A)	Trigger point for percentage point increase (B)	Trigger point for percentage point decrease (C)
% Ethnicity White	50	8	-6
% Ethnicity not Obtained	50	2	N/A – No Queries for decreases
% Boarder	50	15	-10

Example 1

- Pupils where enrol status is C, F or O = 250
- % FSM from previous collection = 5%
- % FSM in current collection = 14%.

→ As 250 is greater than (A) **AND** 9% (14% - 5%) is greater than (B), a query will be generated.

Example 2

- Pupils where enrol status is C, F or O = 250
- % FSM from previous collection = 11%
- % FSM in current collection = 3%.

→ As 250 is greater than (A) **AND** -8% (3% - 11%) is less than (C), a query will be generated.

Notepad explanations

Where queries are raised in COLLECT, an explanation will be required for the increase / decrease in the notes field within COLLECT. Please note that DfE will require sufficient detail in these explanations to allow the queries to be accepted and consequently you may be contacted by the Helpdesk for further information should your notepad entries not contain the required detail.

Please see accompanying workbook detailing what is regarded as acceptable notepad entries for queries on the school census spring 2014. within this workbook there are separate tables for pupil level queries and term on term queries.



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